

ADDITIONS PERMIT GUIDE



www.talbotcountymd.gov

28712 Glebe Road, Suite 1
Easton, MD 21061
410-770-6840

The Department of Permits and
Inspections
Talbot County, Maryland

Building Permit

- A building permit is required prior to construction of any additions in Talbot County. A building permit application may be obtained from the Talbot County Department of Permits and Inspections located at 28712 Glebe Road, Suite 1 Easton, Maryland. Office hours are between 8:00 a.m. and 4:30 p.m. Monday – Friday. A fee for a building permit is based upon the value of the construction project. Each applicant is required to fill out the **entire** permit application and sign and date the bottom.
- To apply for a building permit, an applicant must provide four (4) to scale copies of a plot plan (a drawing of the property also referred to as a site plan) drawn to a standard scale (ex: 1"=10', 20', 30', 40', 50', 100') showing the new construction, all property lines & dimensions, driveway, well, septic and any additional structures on the property.
- Three (3) to scale copies of construction drawings, showing construction detail, including floor plan showing door & window size, footing/foundation, cross section and elevation details. **Foundation plans** should show: dimensions, size & spacing of piers, vent location, wall thickness, size & depth of footers, framing detail, joist size & spacing and beam spaces, footing, foundation, joist size and beam size. **Cross section plans** should show: construction detail from footer to ridge beam. **Elevations** should show: height, roof pitch, ventilation, roof material, front, back and side elevations. If your construction is determined to be in a flood zone, compliance with the Talbot County Floodplain Management Code is required. **REFER TO THE TALBOT CO. TECHNICAL BULLETIN.**
- For property served by well and septic systems, the County Environmental Health Department will review the project for compliance with appropriate setback requirements.

- To request inspections, please contact the Department of Permits and Inspections at 410-770-6840.
- Construction must begin within nine months and be completed within eighteen months.

This brochure may not address all situations but is intended to provide general information for the permitting process.

Please contact our office for obtaining a permit package of requirements and application forms.